



FedTraveler.com Approver and Fund Certifier Training



3/31/09

ARC eTravel Team
March 2009



Logistics and Safety



- Emergency Exits
- Restrooms
- Attendance Sheets
- Course Materials and Hand-outs
- Course Evaluations



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Agenda



- **ARC eTravel Overview**
 - eTravel Timeline
 - ARC Implementation Approach and Roles
 - FedTraveler.com Training
 - Travel Preferences for Travelers
- **FedTraveler.com End User Awareness**
 - User Accounts in FedTraveler.com
 - Domestic Travel Process
 - First Time User Log In and Profile Set Up
- **Approver/Fund Certifier Training**



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What is eTravel?



- eTravel is a mandated program, part of the original E-Gov initiatives outlined by the President, designed to improve the internal efficiency and effectiveness of the federal government.
- NASA selected *FedTraveler.com*, a GSA vendor solution which is currently being used by other Federal agencies, to provide a commercially-hosted travel solution that provides end-to-end online travel services including:
 - Built-in online booking engine (OBE) for travel reservations
 - Ability to create travel authorizations
 - Ability to create expense reports



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FedTraveler.com - Process Changes



- What are the features of FedTraveler.com that are different from Travel Manager?
 - Provides an end-to-end online travel system, including online reservations
 - Supports government travel policies and procedures
 - Charges airfare to a centrally-billed account
 - Provides the ability to fax receipts into the system
- While Travel Manager was a system NASA owned and operated, FedTraveler.com is an eGov initiative. NASA is paying for a service, not buying the application.



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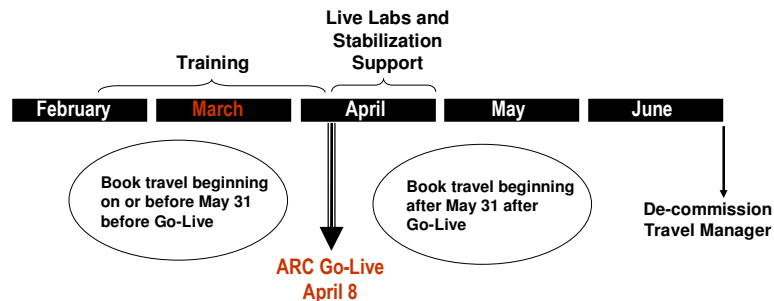
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What is the eTravel Timeline?



- eTravel will go live at ARC on April 8, 2009
- Live Labs:
 - April 8-10, 10am-12pm, N241 / 149
 - April 13-24, 10am-12pm, N204 / 101A
- Travel Manager will be fully “de-commissioned” 3 months after Agency Go-Live



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ARC eTravel Implementation Approach and Roles



Implementation Approach

- ARC is using a centralized implementation approach
 - All travel preparation and support will be conducted in the Central Travel Office (CTO); travelers will have minimal responsibilities

Travel Roles

- CTO Preparers
 - Contracted staff, located in a central office under Code C
 - Create travel reservations, authorizations and expense reports on behalf of travelers
 - Use the FedTraveler.com Online Booking Engine; if needed remote CI Travel Agents will be available
 - Trained in policy, regulations, system functionality



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ARC eTravel Implementation Approach and Roles



- **Travelers:**
 - Submit *Travel Request Worksheet* to Central Travel Office (CTO) Preparers
 - Sign expense reports
- **Fund Certifiers (in Travel Manager known as Reviewers)**
 - Assigned to each 6-digit funded program
 - Verify that the proper 6-digit funded program, internal order and object class are being used
 - Ensure adequate funding
- **Approvers (in Travel Manager known as Management Approvers)**
 - Act as the travelers' supervisors
 - Review and approve travel authorizations with trip purpose, trip dates and expenses
 - Review vehicle size for justifications.
 - Review and approve expense reports with receipts



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FedTraveler.com User Accounts



If Travel Manager account is active...

- Traveler will automatically have a travel account created in FedTraveler.com
- Two separate e-mail notifications will be sent to all travelers with member ID and password on April 8.

If Travel Manager account is not active...

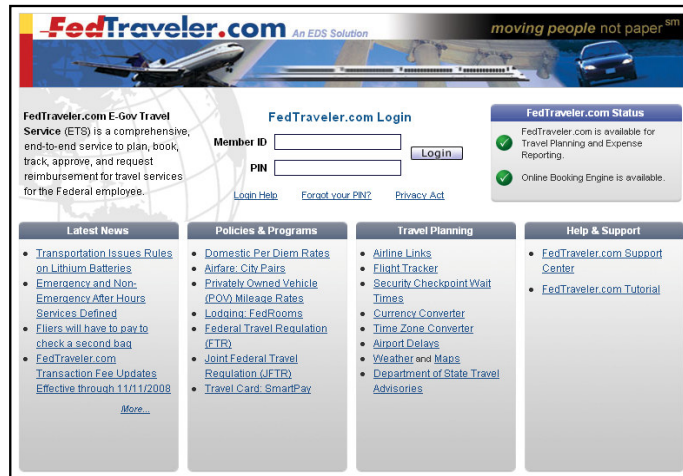
- E-mail notification will be sent to travelers describing steps to request a new Fedtraveler.com account within IDMax (<https://idmax.nasa.gov>)



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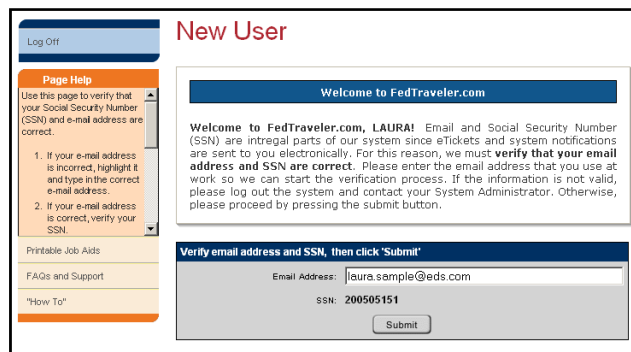
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In the FedTraveler.com log-in box, type your Member ID and initial PIN, then click the log-in button to begin the process of obtaining your temporary PIN.



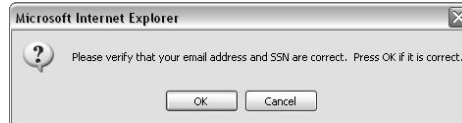
The screenshot shows the FedTraveler.com login interface. At the top, it says "FedTraveler.com An EDS Solution" and "moving people not paper". Below this, there's a "FedTraveler.com Login" section with fields for "Member ID" and "PIN", and a "Login" button. To the left, there's a "FedTraveler.com E-Gov Travel Service (ETS)" description. To the right, there's a "FedTraveler.com Status" section with two green checkmarks indicating that the system is available for travel planning and expense reporting, and that the online booking engine is available. Below the login section, there are four columns of links: "Latest News", "Policies & Programs", "Travel Planning", and "Help & Support".

- New User page displays the first time you log in.
- Verify your e-mail address.
- Note the Social Security Number is populated with your Universal Uniform Personal Identification Code (UUPIC). DO NOT CHANGE THIS FIELD TO YOUR SSN!
- Click the Submit button.

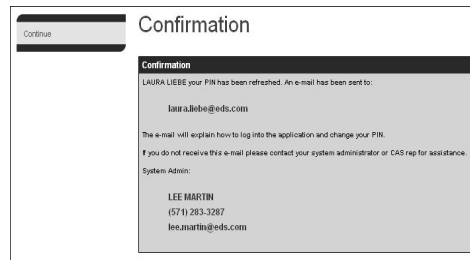


The screenshot shows the "New User" page. At the top, it says "New User" in red. Below this, there's a "Welcome to FedTraveler.com" section. The main content area has a heading "Verify email address and SSN, then click 'Submit'" and a form with fields for "Email Address" (pre-filled with "laura.sample@eds.com") and "SSN" (pre-filled with "200505151"). A "Submit" button is at the bottom. On the left, there's a "Page Help" section with instructions on how to verify the email address and SSN, and links to "Printable Job Aids", "FAQs and Support", and "How To".

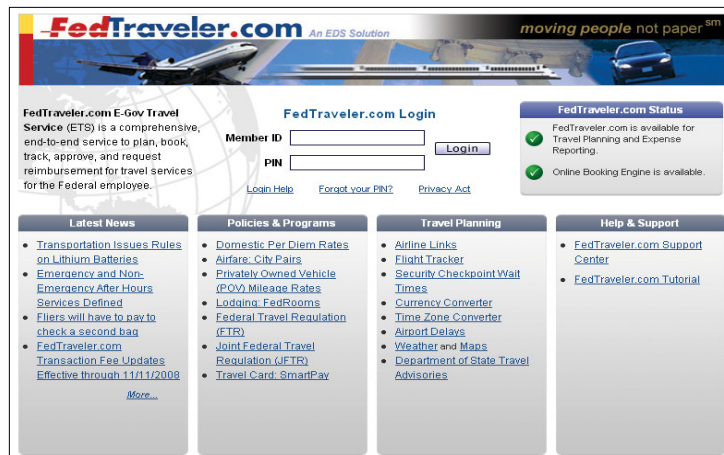
- Click the OK button.



- The Confirmation page is displayed, stating your PIN has been refreshed and sent to your e-mail address.
- Click the Continue menu option to return to the Log-in page. You will be automatically logged off of FedTraveler.com. A new log-in page is displayed.
- After you have retrieved your PIN from your e-mail, return to the log-in page.



Type your Member ID and temporary PIN, then click the login button.

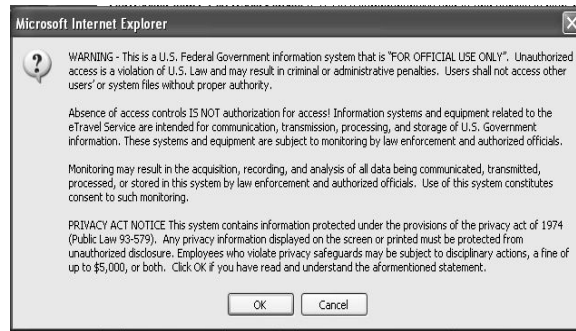




First Time Traveler Log In and Setup



- The “FOR OFFICIAL USE ONLY” and PRIVACY ACT NOTICE dialog box is displayed.
- Click the OK button.



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First Time Traveler Log In and Setup



- The Personal Information page is displayed.
- Review the information for accuracy and modify as necessary.
- Enter Default Airport Code.
- All fields with a red asterisk (*) are required.

Personal Information:		225-11-0000	
* First/MI/Last Name	SHARON		TESTER
* Home Street	100 MAIN ST		
* City/State/Zip/Country	WASHINGTON	DC	20001 USA
* Home Phone	(202) 555-XXXX		
Default Airport Code	IAD		

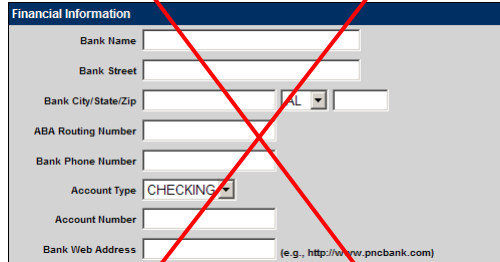
All items with the * are required!



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- Financial Info Page.
- Do not complete this page.
- Leave blank!



Financial Information

Bank Name

Bank Street

Bank City/State/Zip

ABA Routing Number

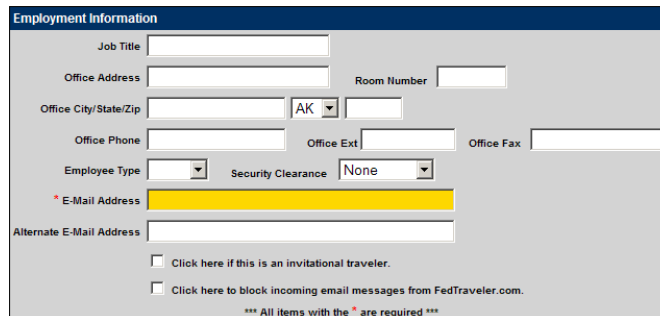
Bank Phone Number

Account Type

Account Number

Bank Web Address (e.g., <http://www.pncbank.com>)

- The Employment Information page is displayed.
- Review the information for accuracy and modify as necessary.
- Enter alternate personal e-mail address for possible after hours contact.
 - **PIN REFRESHES WILL BE SENT TO THIS E-MAIL ADDRESS. DO NOT PUT ANOTHER PERSON'S EMAIL ADDRESS IN THIS FIELD.**
- It is not required to fill out "Employee Type" and "Security Clearance".
- Do not click "block incoming e-mail messages".



Employment Information

Job Title

Office Address Room Number

Office City/State/Zip

Office Phone Office Ext Office Fax

Employee Type Security Clearance

* E-Mail Address

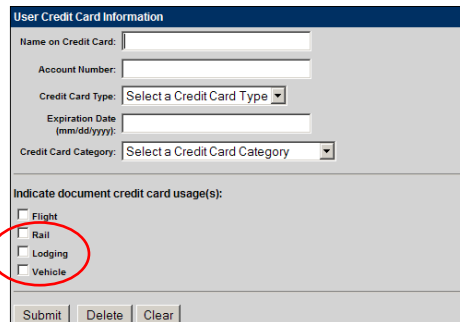
Alternate E-Mail Address

☐ Click here if this is an invitational traveler.

☐ Click here to block incoming email messages from FedTraveler.com.

*** All items with the * are required ***

- The Credit Card Information page displays.
- Review the information for accuracy and modify as necessary.
- A valid Government Travel Card (also called an Individually Billed Account, IBA) or Personal Credit Card is required.
- To indicate Government Travel Card usage, check off everything but Flight.
 - Note: Flights will be to the Centrally Billed Account.
- Click the Submit button.



User Credit Card Information

Name on Credit Card:

Account Number:

Credit Card Type:

Expiration Date (mm/dd/yyyy):

Credit Card Category:

Indicate document credit card usage(s):

☐ Flight

☐ Rail

☐ Lodging

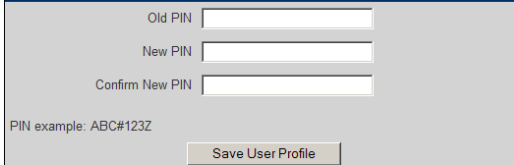
☐ Vehicle

- Enter the temporary PIN in the old PIN field & create/confirm the new PIN.
- Answer the two Security Questions needed to refresh your PIN using the FORGET YOUR PIN? Link on Fedtraveler.com homepage.
- Click the “Click here to save profile” button.

Your PIN is required to meet the following criteria:

- Must be at least 8 characters.
- Must be less than 17 characters.
- First and last characters must be alphabetic.
- Must consist of a combination of alphabetic, numeric and special characters.
- Special characters are ! @ # \$ % ^ & * () > <

Change PIN to save your profile.



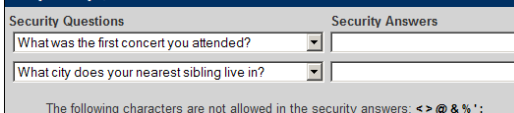
Old PIN

New PIN

Confirm New PIN

PIN example: ABC#123Z

Modify Security Questions / Answers



Security Questions	Security Answers
What was the first concert you attended?	<input type="text"/>
What city does your nearest sibling live in?	<input type="text"/>

The following characters are not allowed in the security answers: < > @ & % ' ;



PIN Requirements



Requirements	Allowable Special Characters
PINs are case sensitive.	! Exclamation Point
PINs must be at least 8 but no more than 16 characters and a combination of alphabetic, numeric, and special characters.	@ At sign
The first and last character must be alphabetic, e.g. P@ssw0rd. Numbers are <i>not</i> allowed in these positions.	# Pound sign
PINs expires in 90 days or less depending on your Agency's default setup.	\$ Dollar sign
No more than three identical consecutive characters in any position from the previous password.	^ Caret
	& Ampersand (And) sign
	* Asterisk
	(Open Parentheses
) Close Parentheses
	< Less Than sign
	> Greater Than sign
PINs may NOT contain <ul style="list-style-type: none">Any dictionary word in any languageAny proper noun or the name of any person, pet, child, or fictional characterAny employee serial number, Social Security number, birth date, phone number, or any information that could be readily guessed about the creator of the passwordAny simple pattern of letters or numbers, such as the keyboard pattern, "qwerty", or "xyz123"Any word or name spelled backwards or appended with a single digit or with a two-digit "year" string, such as "98xyz123"	



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First Time Traveler Log In and Setup



- You **MUST** accept the Rules of Behavior (RoB) in order to access FedTraveler.com
- All users are required to accept the RoB annually.

- Select the "I have read and accept the RoB" radio button at the bottom of the screen.
- Click the Submit button.

Rules of Behavior

1. INTRODUCTION
The following Rules of Behavior shall be followed by all users of FedTraveler eTravel Services (eTS) with respect to its individual components. The eTS will be a United States Federal Government computer service that is "FOR OFFICIAL USE ONLY." The service shall be subject to monitoring, therefore, no expectation of privacy shall be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
The rules delineate responsibilities of, and expectations for, all individuals with user accounts to be established for the eTS service. Non-compliance of these rules may result in denial of access to the service and/or other actions that are commensurate with the non-compliance activity.

2. ACCESS
FedTraveler users shall obey the following access rules:
• Only use data for which you have been granted authorization.
• Do not retrieve information for someone who does not have authority to access the information. Only give information to personnel who have access authority and have a need to know for their GSA jobs.
• Do not access, research, or change any user account, file, directory, table, or record not required to perform your OFFICIAL duties.
• Do not store sensitive files on a PC hard drive if access to the PC or files cannot be physically or technically limited.

2.1 Account Registration
2.2 Logging On To The System
All users shall have a unique User Identification/Account name and password. Access shall be granted based on authenticating the account name and password entered by the user.

☐ I have read and accept the Rules of Behavior
☒ I do NOT accept the Rules of Behavior



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Access/Update Travel Preferences



- Itineraries
- Perdiem Rates

Page Help

From the Organizer page you can:

- Access your My Travel Desktop, where you can review a list of your Travel Documents and create new Travel Documents
- Review and update your User Profile and Travel Preferences

Printable Job Aids

FAQs and Support

"How To"

Organizer

Welcome BRENT.

February 19, 2009

My Approval Desktop



You have 4 document(s) for approval.

[Go to My Approval Desktop](#)

My Travel Desktop



You have 0 document(s).

You have 0 returned document(s).

[Go to My Travel Desktop](#)
Use this link to request, access, and modify travel plan authorizations and expense vouchers.

My Travel Profile



[Access / Update User Profile and Travel Preferences](#)

Help and Support



- [FedTraveler.com Support Center](#)
- [Refresher Web-Based Training \(WBT\) Course for Approvers](#)
- [Refresher Web-Based Training \(WBT\) Course for Travelers](#)
- [Latest Traveler News & System Enhancement Announcements](#)



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Access/Update Travel Preferences



Personal Information

Financial Information

Employment Information

Credit Card Information

Travel Preferences

Save Profile

Change PIN

Organizer

Page Help

Use this page to review your personal information for accuracy and modify it if necessary.

Required fields are highlighted in yellow and marked with a red asterisk (*).

Printable Job Aids

FAQs and Support

"How To"

User Profile

Any changes made to this page will not be saved in the User Profile until the user goes to the last page in this section via the "Save Profile" link, enters their PIN and clicks the "Save" button.

Personal Information		###6559
*Member ID TRN231@NASA		
*First Middle Last name BRENT AMES		
*Home Street address 1123 RODMAN DRIVE		
*City State Zip Country	HUNTSVILLE AL 35758	USA
*Home Phone (256) 123-1234		
Default Airport Code	HSV	ROB Acceptance Date: 2/4/2009
All items with the * are required!		

QA ID: FTTRN231@NASA



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Travel Preferences Menu Bar



Airline

Rental Car

Hotel

My Travel Info

Menu Option	Use this option to...
Air	Enter your frequent flyer membership information.
Rental Car	Enter your preferred car rental company information or frequent renter discount.
Hotel	Enter your preferred hotel chain information or frequent guest discount.
My Travel Info	Add a passport travel document and emergency contact information.

Delivery & Home Address are carried over from the User profile, please verify this information



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Access/Update Travel Preferences



To update the airline information:

- Select the Airline tab.
- Click the **Add Airline** button to select the airline name from the drop-down list and type your corresponding frequent flyer number.
- Repeat the above step to add more Frequent Flyer memberships.
- Add airline seating and meal preferences.
- Click Save Preferences when complete.

Airline	Rental Car	Hotel	My Travel Info
Airline Name	Frequent Flyer Number	Action	
Only upto 8 airline frequent flyer programs are allowed.			Add Airline
Airline Seating Preference:	No Preference		
Airline Meal Preference:	No Preference		
Save Preferences			



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To update the car rental information:

- Select the Rental Car tab.
- Click the **Add Agency** button to select a rental car company from the drop-down list and type the corresponding rental car company membership number.
- Repeat the above step to add more rental car memberships.
- Add rental car special requests in order of preference by using the drop-down boxes.
- Click Save Preferences when complete.

Airline	Rental Car	Hotel	My Travel Info
Rental Car Agency		Membership Number	Action
Only upto 6 rental car agency programs are allowed.			Add Agency
Rental Car Special Request:		1st Preference	
Rental Car Special Request:		2nd Preference	
Rental Car Special Request:		3rd Preference	
Save Preferences			

To update the hotel information:

- Select the Hotel tab.
- Click the **Add Hotel** button to select from the drop-down list and type the corresponding hotel membership number.
- Repeat the above step to add more hotel memberships.
- Add hotel special requests in order of preference by using the drop-down boxes.
- Click Save Preferences when complete.

Airline	Rental Car	Hotel	My Travel Info
Hotel		Membership Number	Action
Only upto 6 hotel membership programs are allowed.			Add Hotel
Hotel Special Request:		1st Preference	
Hotel Special Request:		2nd Preference	
Hotel Special Request:		3rd Preference	
Save Preferences			



Access/Update Travel Preferences



To update the hotel information:

- Select the My Travel Info tab.
- Click the **Add Travel Document** button to add a passport number to your account.
- Add the contact information for an emergency contact.
- Click Save Preferences when complete.

Airline	Rental Car	Hotel	My Travel Info	
Document Type	Country	Number	Expiration Date	Action
Only 1 passport entry and upto 3 visas are allowed.			<input type="button" value="Add Travel Document"/>	
Emergency Contact Information				
Please enter the name and contact information of a person who can be reached in the event of an emergency.				
First Name:		<input type="text"/>		
Last Name:		<input type="text"/>		
Telephone Number:		<input type="text"/>		
Country:		Select Country <input type="button" value="v"/>		
<input type="button" value="Save Preferences"/>				



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ARC Domestic Travel Process



1. Traveler/Admin initiates travel by obtaining the Travel Request Worksheet (TRW) from <http://cfo.arc.nasa.gov/travel.html> and submitting it to ARC-CTO@mail.nasa.gov following these guidelines:
 - E-mail subject line: Org Code – Date - Traveler Name (example: Code CS – 031709 - J. Doe)
 - Send the e-mail with "High Priority" (!) if travel is within 48 hours
2. Central Travel Office (CTO) reviews TRW and returns it if traveler name, trip dates, location or accounting information is missing.
3. CTO Preparer prepares Travel Authorization and books reservations.
4. Traveler receives e-mail from FedTraveler.com with link to view itinerary.
5. CTO Preparer sends an email to the traveler and Admin, if applicable, requesting confirmation of the itinerary within 48 hours.



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ARC Domestic Travel Process (cont'd)



6. Traveler or Admin contacts CTO Preparer to confirm the planned itinerary.
7. CTO Preparer submits Travel Authorization for approval.
8. Approvals are made by fund certifiers and approvers.
9. Traveler receives e-mail from FedTraveler.com with itinerary and travel information prior to travel.
10. Travel takes place.
11. Within five days of travel completion, traveler submits the *Expense Report Worksheet* from <http://cfo.arc.nasa.gov/travel.html> to ARC-CTO@mail.nasa.gov following these guidelines:
 - E-mail subject line: Org Code – Date - Traveler Name (example: Code CS – 041709 - J. Doe)
 - Receipts over \$75 (including all hotel and rental car receipts regardless of cost) are to be submitted to ARC Central Travel Office via fax (650-604-6082) or mail (MS 203-14).
 - All original receipts should be retained by the traveler for 6 years and 3 months per US Federal Travel Regulations.



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ARC Domestic Travel Process (cont'd)



12. CTO Preparer creates the expense report.
13. CTO Preparer e-mails the traveler to indicate that an expense report is ready for review.
14. Traveler logs in to <https://www.fedtraveler.com> to review and electronically sign the expense report.
15. Expense report undergoes approvals by fund certifier and supervisor followed by processing by the NSSC.
16. Traveler receives reimbursement from the NSSC.

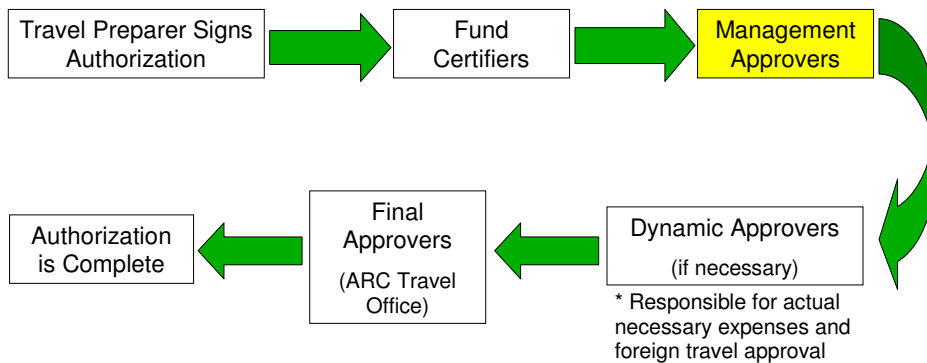


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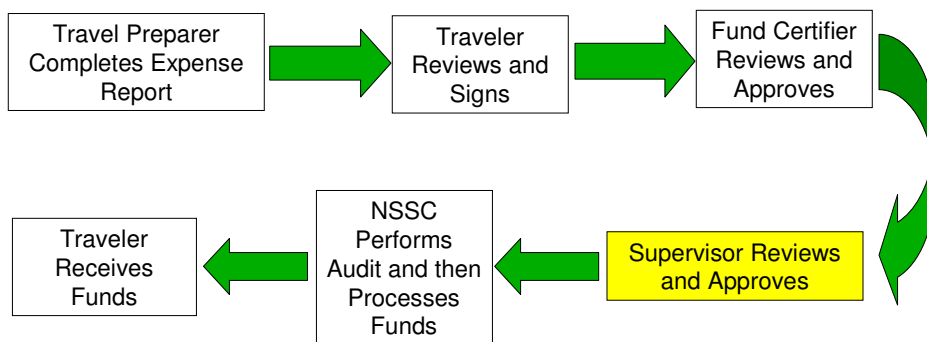
AR Docx (FEB 2009)ARC830 (MAR 2009)

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Expense Report Approval Flow



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E-mail Notice for Approval



From: postoffice@FedTraveler.com
[mailto:postoffice@FedTraveler.com]
Sent: Tuesday, February 17, 2009 2:52 PM
To: Joe Approver (ARC)
Subject: Document Approval for DANIELLE GRIFFIN

You have a Travel Authorization to approve.

Document #: NASA2222018XXXST50003036

Traveler: DANIELLE GRIFFIN

Reason for Approval: You are in the standard approval chain.

To approve this document go to
<https://www.fedTraveler.com/travel/>.



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E-mail Notice for Approval



From: postoffice@FedTraveler.com
[mailto:postoffice@FedTraveler.com]
Sent: Tuesday, February 17, 2009 2:52 PM
To: Jane F. Certifier (ARC)
Subject: Document Approval for DANIELLE GRIFFIN

You have a Travel Authorization to approve.

Document #: NASA2222018XXXST50003036

Traveler: DANIELLE GRIFFIN

Reason for Approval: You are the fund certifier.

Line # 1:22_136905.10.10.80.20.10_ESAX22008D^0000000
^2121^FC500011

To approve this document go to
<https://www.fedTraveler.com/travel/>.



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The Approver's Organizer Page



Schedules

Itineraries

Perdiem Rates

Message Board

Page Help

On this page:

Travelers can access User Profiles, Travel Preferences, Schedules, and Itineraries and see how many active travel documents you have. Click the appropriate hyperlink to go to the My Travel Desktop page where you can view a list of these documents and begin to create new Travel.

Printable Job Aids

FAQs and Support

"How To"

Organizer

Welcome LAURA March 12, 2008

My Approval Desktop

You have 2 document(s) for approval. [Go to My Approval Desktop](#)

My Travel Desktop

You have 1 document(s). [Go to My Travel Desktop](#)
You have 0 returned document(s). Use this link to request, access, and modify travel plan authorizations and expense vouchers.

My Travel Profile

- [Access / Update User Profile](#)
- [Access / Update Travel Preferences](#)

Help and Support

- [Online Help](#)
- [FedTraveler.com Support Center](#)
- [FedTraveler.com Tutorial](#)
- [Latest Traveler News & System Enhancement Announcements](#)
- [FedTraveler.com Release Notice and Schedule](#)



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Reviewing a Travel Authorization



[Return to Organizer](#)

My Approval Desktop

Select a Document from the list, then choose an Action below:

Page Help

Use this page to open a Travel Document to approve.

- Select the radio button next to the Travel Document to approve and then click the Open Document to Approve button.
- On the Approval Page, review the Travel Document.

Printable Job Aids

FAQs and Support

"How To"

	Document Number	Doc Type	Traveler	Status	Final Destination	Begin Date	Msg
<input type="radio"/>	EDSTESTTEAMZZZ080001693	Travel Auth.	CONSORTI R	Awaiting Approval Approval Level 1	CHICAGO HEIGHTS, IL	05/06/2008	
<input type="radio"/>	EDSTESTTEAMZZZ080000894	Travel Auth.	CONSORTI R	Awaiting Approval Approval Level 1	FRESNO, CA	01/07/2005	

Total Documents: 2

Choose an Action:



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The Approval Page



See a complete summary and who prepared the document:

Approve Document

Return Document

View Printout

View Justification

☐ Document Summary

Document History

Edit Financial Details

Document Messages

Return to Desktop

ENTER PIN

Page Help

Use this page to view and manage Travel Documents awaiting approval.

- Note any alerts that appear in the Document Details box.
- Review the Travel Document details, which vary depending on the type of Travel Document.

Printable Job Aids

FAQs and Support

"How To"

Approval

Expense Report NASA76GGCA0XXXST20000412

Approval Level #1 You are the fund certifier. (76_GGCA0_EMPLOYEE)

Traveler's Name EDWARD TRAVELER

Destination TAMPA, FL

Duration 04/01/2007 - 04/03/2007

Purpose ATTENDING A CONFERENCE AS AN AUDIENCE MEMBER FOR THE BENEFIT OF NASA

Financial Details		Estimated Cost	\$423.67
Accounting String	Expense Category	Balance	Allocation
76_015265.07.01.06_ESAX22007D^76AAC00^2121^FC000000	Lodging	\$0.00	\$264.00
76_015265.07.01.06_ESAX22007D^76AAC00^2121^FC000000	Meals	\$0.00	\$135.00
76_015265.07.01.06_ESAX22007D^76AAC00^2121^FC000000	Rental Car	\$0.00	\$2.00
76_015265.07.01.06_ESAX22007D^76AAC00^2121^FC000000	Transaction Fee	\$0.00	\$10.64
76_015265.07.01.06_ESAX22007D^76AAC00^2121^FC000000	Transportation	\$0.00	\$2.00
Actual Cost			\$403.00
Less Centrally Billed			\$2.00
Less Transaction Cost			\$10.64
Amount Due Traveler			\$401.00

Comments

Traveler's Comments

No Comment

Approver's Comments



March 2009

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Document Summary for Approval Review



FedTraveler.com
EDS, an HP company, solution

Back Expand All Collapse All View Receipts Transaction Fees Print Form Print

Document Number: NASA21AAAAATR0000000141

Traveler: JEFFREY AMES
AMES RESEARCH CENTER
arc-etavel-training@mail.nasa.gov (Email)
256-123-1234 (Duty Phone)

Alternate Preparer: BRENT AMES
AMES RESEARCH CENTER
arc-etavel-training@mail.nasa.gov (Email)
256-123-1234 (Duty Phone)

Travel Authorization Summary

Trip Start Date: 05/25/2009 Estimated Meals Total: \$122.50
Trip End Date: 05/27/2009 Estimated Lodging Total: \$209.00
Estimated Total: \$420.50

Trip Purpose: MEETING
Comments: test meeting

Travel Details

Date	Est.	Max.	Lodging Est.	Lodging Max.	Rental Car Rate	POV Mileage	Cost Ticket	Rail	Rail #	Excluded Day
Monday, 05/25/2009	\$36.75	\$36.75	\$149.00	\$149.00		No Miles				
Tuesday, 05/26/2009	\$49.00	\$49.00	\$149.00	\$149.00		No Miles				
Wednesday, 05/27/2009	\$36.75	\$36.75	\$0.00	\$0.00		No Miles				

* Denotes a non-working day

Other Expenses Summary

Total Expenses Amount: \$18.90
Total Number Of Expenses: 1

Expense Details

Date	Description	Amount
05/25/2009	TRANSACTION FEES	\$18.90

Accounting Summary

Lines of Accounting: 3
Estimated Cost: \$420.50
CBA Amount: \$18.90

Accounting Details

Accounting String	Expense Category	Allocation
21_123456.01.01_ESAX22000D*21FA*2111FC000000	Lodging	\$209.00
21_123456.01.01_ESAX22000D*21FA*2111FC000000	Meals	\$122.50

The Approval Page



Approve Document

Return Document

View Printout

View Justification

Document Summary

Document History

Edit Financial Details

Document Messages

Return to Desktop

ENTER PIN

Page Help

Use this page to view and manage Travel Documents awaiting approval.

- Note any alerts that appear in the Document Details box.
- Review the Travel Document details, which vary depending on the type of Travel Document.

Printable Job Aids

FAQs and Support

"How To"

Approval

Expense Report NASA76GGCA0XXCST20000412

Approval Level #1 You are the fund certifier. (76_GGCA0_EMPLOYEE)

Traveler's Name: EDWARD TRAVELER

Destination: TAMPA, FL

Duration: 04/01/2007 - 04/03/2007

Purpose: ATTENDING A CONFERENCE AS AN AUDIENCE MEMBER FOR THE BENEFIT OF NASA

Financial Details






Accounting String	Expense Category	Balance	Allocation
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Lodging	\$0.00	\$264.00
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Meals	\$0.00	\$135.00
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Rental Car	\$0.00	\$2.00
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Transaction Fee	\$0.00	\$10.64
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Transportation	\$0.00	\$2.00
Actual Cost			\$403.00
Less Centrally Billed			\$2.00
Less Transaction Cost			\$10.64
Amount Due Traveler			\$401.00

Comments

Traveler's Comments

No Comment

Approver's Comments

Alert	Description
	Indicates that the amounts in the Financial Details box show a negative balance — the Expense Report total exceeded the available funding. This balance shows the FedTraveler.com budget or checkbook balance. This may not be aligned to the financial system's balance. Please check with your Agency business policies to obtain your current procedures for checking funds availability.
	Indicates that a justification has been entered by the Traveler. When this alert appears, the View Justification menu option also appears.
	Indicates that personal leave is included in the trip, meaning one or more days included in the document do not qualify for per diem reimbursement
	Indicates that the Traveler is an Invitational Traveler, traveling for a specified Agency even though not an employee of that Agency
	Indicates that the Traveler charged a portion of the trip to a centrally billed account (CBA)

- From the **Approval** page, select the **Edit Financial Details** menu option
- Click the **EDIT** hyperlink next to Accounting String you want to modify
- Use the **Select Values** buttons to modify or populate the required fields
- click the **Submit Accounting String** button to save your changes and return to the **Financial Summary** page
- Select the **Return to Approval** menu option to save your changes and return to the **Approval** page

Submit Document
Hold Document
Document Messages
Return to Plan

Page Help

Use this page to view and edit your Summary of Expense Categories.

- Edit expenses under Summary of Expense Categories by clicking the binocular icon next to the expense item.
- To modify an Accounting String, click "Edit" next to the.

Printable Job Aids

FAQs and Support

"How To"

Financial Summary

Doc. Number: NASA76GGCADD000ST20000894

Enter your trip allocations, then if desired, choose an Action below:

Summary of Expense Categories

Estimated Total \$101.67

Advance

Previous Advance(s) \$0.00

Total Advance \$0.00

Enter Your Trip Allocations

Accounting String	\$ Amount	% Percent	
SELECT_A_VALID_ACCOUNT_CODE ~00000000 ~0000~FC000000	101.67	100.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit

Select the advance type from the list box, and then select the calculate button.

No Advance Calculate

Choose an Action:

Clear Allocations

Return

Accounting String Setup

Quick Tip

Enter/Select Values for each Element then choose an Action below:

Create Accounting String:

Select Organization: KENNEDY SPACE CENTER SIT2 Set Organization

Account Code: Select Value 76_015265.07.01.06_ESAX22007D Required

Funding Org: Select Value 76AAC00 Required

Object Class: Select Value 2121 Required

Function Code: Select Value FC000000 Required

Choose an Action:

Clear Accounting String

Submit Accounting String

Signing an Expense Report



- To open an expense report, select the radio dial for the expense report that needs to be signed. The status will be "On Hold".
- Select **"Document Control Options"** to see a detailed summary.
- Select **"Open Document"** to sign the document.

My Travel Desktop

Select a Document from the list, then choose an Action below:

Document Number	Doc. Type	Traveler	Status	Final Destination	Begin Date	Map
NASA7600CAB000ST2-000470	Travel Auth.	TAYLOR L	Approved	HUNTSVILLE, AL	03/05/2004	
NASA7600CAB000ST2-000469	Travel Auth. (GPN)	TAYLOR L	Approved	HUNTSVILLE, AL	03/01/2004	
NASA7600CAB000ST2-000445	Expense Report	TAYLOR L	Complete	BELFAST, FC	02/16/2004	
NASA7600CAB000ST2-000444	Expense Report	TAYLOR L	On Hold	TOKYO CITY, FC	02/11/2004	
NASA7600CAB000ST2-000442	Travel Auth.	TAYLOR L	Approved	LONDON, FC	02/09/2004	
NASA7600CAB000ST2-000440	Travel Auth.	TAYLOR L	Amended	PARIS, FC	02/01/2004	
NASA7600CAB000ST2-000440-1	Travel Auth.	TAYLOR L	Incomplete	PARIS, FC	02/01/2004	
NASA7600CAB000ST2-000436	Travel Auth.	TAYLOR L	Amended	HUNTSVILLE, AL	01/27/2004	

Total Documents: 76

Choose an Action:

Open Document Amend Document Duplicate Travel Authorization Create Nested Trip

Build Expense Report Document Control Options

Signing an Expense Report



- The Expense Report page shows a summary of your travel expenses.
- Click **Complete Report** once expenses are confirmed.

Expense Report

Complete Report

Contents

Receipts

Justifications

Return To Desktop

Page Help

Use this page to view/modify your expense report.

Use "Split to Card" box to direct portions of your reimbursement directly to the institution that issued your Government Credit Card.

Modify Itemized Expenses

Printable Job Aids

FAQs and Support

"How To"

Travel Dates

Trip Begin Date: 11/15/2006
Trip End Date: 11/18/2006

Doc. Number: NASA7600CAB000ST20000395
Auth. Number: 400388525

Summary of Expenses		Itemized Expenses	
Total LODGING	\$0.00 EDIT	MEALS	11/15/2006 \$61.50
Total MEALS	\$123.00 EDIT	RENTAL CAR	11/15/2006 \$12.00
Total OTHER	\$0.00 EDIT	MEALS	11/16/2006 \$61.50
Total RENTAL CAR	\$12.00 EDIT		
Total TRANSACTION FEE	\$10.64		
Total TRANSPORTATION	\$20.00 EDIT		
Less Centrally Billed	\$20.00		
Total	\$136.00		
Transaction Fee (NoneExpense)	\$10.64		

Summary of Expenses

Itemized Daily Expenses

- Click **Submit Document** when ready to confirm the accuracy of this report.
- You are next prompted by a dialog box to certify the Expense Report.
- After the expense report is signed, the My Travel Desktop page is displayed showing the Expense Report with a status of "Under Review."

Return

 Hold Document
 Don't Save

Page Help
 Use this page to review your travel expenses and reallocate them to different Accounting Strings.
 • To modify an Accounting String, select the Edit button next to the Accounting String and select the Modify button.
 • To add an Accounting String, select the Add button.
 Printable Job Aids
 FAQs and Support
 "How To"

Financial Summary

Doc. Number: NASA21AAAAATRNXXX0000140

Enter your trip allocations, then if desired, choose an Action below:

Summary of Expense Categories	
Total	\$234.72
(Non Expenses)	\$10.72
Due Traveler	\$224.00

Enter Your Trip Allocations			
Accounting String	\$ Amount	% Percent	
21_123456.01.01_ESAX22009D*21AFA*2111*FC000000	234.72	100.00	Edit
	0.00	0.00	Edit
	0.00	0.00	Edit
	0.00	0.00	Edit
	0.00	0.00	Edit
	0.00	0.00	Edit

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My Approval Desktop

Select a Document from the list, then choose an Action below:

My Approvals							
My Past Approvals							
My Travel							
My Archive							
Document Number	Doc Type	Traveler	Status	Final Destination	Begin Date	Msg	
NASA21AAAAATRNXXX0000155	TRAVEL AUTH.	AMES J	Awaiting Approval Level 1	SPOKANE, WA	05/08/2009		
NASA21AAAAATRNXXX0000153	TRAVEL AUTH.	AMES J	Awaiting Approval Level 1	HOUSTON, TX	03/20/2009		
NASA21AAAAATRNXXX0000027	EXPENSE REPORT	AMES A	Awaiting Approval Level 1	DENVER, CO	02/18/2009		

Total Documents: 3

Choose an Action:



Expense Report Approval



Approve Document **2**

Return Document

View Printout

View Justification

Document Summary

Document History

Edit Financial Details

Document Messages

Return to Desktop

ENTER PIN **1**

Page Help

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Printable Job Aids

FAQs and Support

"How To"

Approval

Expense Report NASA76GGCA0XXXXST20000412

Approval Level #1 You are the fund certifier. (76_GGCA0_EMPLOYEE)

Traveler's Name EDWARD TRAVELER

Destination TAMPA, FL

Duration 04/01/2007 - 04/03/2007

Purpose ATTENDING A CONFERENCE AS AN AUDIENCE MEMBER FOR THE BENEFIT OF NASA

Financial Details

		Estimated Cost		\$423.67
Accounting String	Expense Category	Balance	Allocation	
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Lodging	\$0.00	\$264.00	
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Meals	\$0.00	\$135.00	
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Rental Car	\$0.00	\$2.00	
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Transaction Fee	\$0.00	\$10.64	
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Transportation	\$0.00	\$2.00	
		Actual Cost	\$403.00	
		Less Centrally Billed	\$2.00	
		Less Transaction Cost	\$10.64	
		Amount Due Traveler	\$401.00	

Comments

No Comment

Traveler's Comments

Approver's Comments



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Questions?



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